



AMERICAN EMBASSY, COTONOU

VACANCY ANNOUNCEMENT

ANNOUNCEMENT NUMBER: 020/11

OPEN TO: All Agencies in-house Locally Employed Staff (LES) and USEFM's, EFMS, MOHs & NORS

POSITION: **Local Guard Coordinator**

POSITION GRADE: USEFM/EFM/MOH/NOR: FP-06
(To be confirmed by Washington)

Ordinarily Resident (OR): FSN-08

OPENING DATE: December 12, 2011

CLOSING DATE: December 27, 2011

WORK HOURS: Full time; 40 hours/week

SALARY: FP-06 \$44,737 to \$65,697* AEFM
FP-06 \$38,394 to \$56,383* USEFM/NOR EFM/NOR MOH
FSN-8 CFA 9,268,722 to CFA 16,722,140* OR MOH

NOTE: ALL QUALIFIED ORDINARILY RESIDENT APPLICANTS MUST BE RESIDING IN COUNTRY AND ABLE TO QUALIFY FOR A BENINESE WORK PERMIT.

The U.S. Embassy in Cotonou is seeking an individual for employment as **Local Guard Coordinator** in the embassy's Regional Security Office.

* Final step to be determined by employee's qualifications.

BASIC FUNCTION OF POSITION

Under the supervision of the Assistant Regional Security Officer (ARSO), the incumbent is responsible for the first-line management and supervision of the local guard personnel resources. Duties include, developing operational, logistical and financial plans; daily management and oversight of the guard personnel and resources; assisting in coordinating security planning with Host Nation security organizations; assisting with guard contract administration and performance oversight; and for providing and/or monitoring the local guard training program.

A copy of the complete position description listing all duties and responsibilities is available in the Human Resources Office.

QUALIFICATIONS REQUIRED:

NOTE: All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item.

- a) Education: Completion of secondary school diploma or the host country equivalent.
- b) Prior Work Experience: Minimum three years of progressively responsible experience in the commercial security guard business, civilian or government police, or military.
- c) Language Proficiency: English and French Level III (good working knowledge). Level III (good working knowledge) of at least two of following dialects: Fon, Goun, Mina and Yoruba.
- d) Knowledge: A strong knowledge in physical security protection, standard security practices and procedures, developing and deploying of community style policing (mobile patrol) models, creation of defensive security plans, and good working knowledge of standard security equipment and digital cameras. Working knowledge of budget formulation and tracking, a thorough knowledge of host country operational environment, language, law and security entities; and historic criminal and terrorist threats and operational tendencies.
- e) Skills: The incumbent must possess keen analytical abilities, originality of ideas, creative solutions, and the exercise of sound, independent judgment. Have strong presentation, public speaking and interpersonal skills to engage in both friendly and adversarial conversations with various entities that support the security programs of the Post. Comprehend and present complex detailed financial and related information in a concise professional manner, and maintain effective internal working relations with post's Management office, DS/IP/OPO/FPD, and others as required. In coordination with the Foreign Service National Investigator (FSNI), must have the ability to coordinate with U.S. Officers and Host Government police on security issues impacting the Embassy and its constituent posts.

SELECTION PROCESS

When fully qualified, both U.S. Citizen Eligible Family Members (USEFMs), and U.S. Veterans are given preference. Therefore, it is essential that the candidate specifically address the required qualifications above in the application.

ADDITIONAL SELECTION CRITERIA

1. Management will consider nepotism/conflict of interest, budget, and the residency status in determining successful candidacy.
2. Current employees serving a probationary period are not eligible to apply.
3. Current Ordinarily Resident employees with an Overall Summary Rating of Needs Improvement or Unsatisfactory on their most recent Employee Performance Report are not eligible to apply.
4. Currently employed U.S. Citizen EFMs who hold a Family Member Appointment (FMA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment.
5. Currently employed NORs hired under a Personal Services Agreement (PSA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment, unless currently hired into a position with a When Actually Employed (WAE) work schedule.

TO APPLY

Interested candidates for this position must submit the following or HR cannot consider the application:

N.B.: Items A, B & C must be in English

- A. Cover letter.
- B. Universal Application for Employment (UAE) as a Locally Employed Staff or Family Member (**DS-174**); **or**
- C. A current resume or curriculum vitae that provides the **same information** found on the UAE; **or**
- D. A combination of both, i.e. Sections 1-24 of the UAE along with a listing of the applicant's work experience attached as a separate sheet; **plus**
- E. Candidates who claim U.S. Veterans preference must provide a copy of their

Form DD-214 with their application. Candidates who claim conditional U.S. Veterans preference must submit documentation confirming eligibility for a conditional preference in hiring with their application.

- F. Any other documentation (e.g., essays, certificates, awards, copies of degrees earned) that addresses the qualification requirements of the position as listed above.

HOW TO SUBMIT AN APPLICATION

Application packages containing all the information listed in items “A” through “F” above should be scanned into pdf format and sent as a single file to the following E-mail address. Paper applications mailed to the embassy will not be accepted for this vacancy announcement.

SUBMIT APPLICATION TO:

Management Officer
American Embassy
Rue Caporal Bernard Anani
01 B.P. 2012, Cotonou
Telephone: +229 21 30 06 50
Fax: +229 21 30 19 74
E-mail: hrocotonou@state.gov

DEFINITIONS

1. **U.S. Citizen Eligible Family Member (USEFM):** For purpose of receiving a preference in hiring for a qualified position, an EFM who meets the following criteria:
 - U.S. Citizen; and,
 - EFM (see definition at #2) at least 18 years old; and
 - Listed on the travel orders of a direct-hire Foreign, Civil, or uniformed service member assigned to or stationed abroad with a U.S. Government agency that is under COM authority:
 - a) Resides at the sponsoring employee’s or uniformed service member’s post of assignment abroad, or
 - b) Resides at an Involuntary Separate Maintenance Allowance (ISMA) location authorized under 3 FAM 3232.2.
2. **Eligible Family Member (EFM):** Is listed on the travel orders or approved Form OF-126, Foreign Service Residence and Dependency Report, of a sponsoring employee, i.e., a direct-hire Foreign Service, Civil Service, or uniformed *service* member who is permanently assigned to or stationed abroad at a U.S. mission, and who is under chief of mission authority; and is a

- Spouse or same-sex domestic partner (as defined in 3 FAM 1610)
 - Child, who is unmarried and under 21 years of age or, regardless of age, is incapable of self-support. The term shall include, in addition to natural offspring, stepchildren and adopted children and those under legal guardianship of the employee or the spouse when such children are expected to be under such legal guardianship until they reach 21 years of age and when dependent upon and normally residing with the guardian;
 - Parent (including stepparents and legally adoptive parents) of the employee or of the spouse, when such parent is at least 51 percent dependent on the employee for support;
 - Sister or brother (including stepsisters and stepbrothers, or adoptive sisters or brothers) of the employee, or of the spouse, when such sibling is at least 51 percent dependent on the employee for support, unmarried, and under 21 years of age, or regardless of age, incapable of self-support.
3. **Appointment Eligible Family Member (AEFM):** EFM (see above) eligible for a Family Member Appointment for purposes of Mission employment:
- Is a U.S. citizen; and
 - Spouse or same-sex domestic partner (as defined in 3 FAM 1610) or a child of the sponsoring employee who is unmarried and at least 18 years old; and
 - Residing at the sponsoring employee's post of assignment abroad,
 - Does not receive a Foreign Service or Civil Service annuity
4. **Not Ordinarily Resident (NOR):** An individual who:
- Is not a citizen of the host country; and
 - Does not ordinarily reside in the host country; and,
 - Is not subject to host country employment and tax laws; and,
 - Has a U.S. Social Security Number (SSN)
5. **Member of Household (MOH)** – An individual who accompanies a direct-hire Foreign, Civil, or uniformed service members permanently assigned or stationed at a U.S. Foreign Service post or establishment abroad. An MOH is:
- Not an EFM; and,
 - Not on the travel orders of the sponsoring employee; and,
 - Has been officially declared by the sponsoring U.S. Government employee to the Chief of Mission as part of his/her household.

An MOH is under COM authority and may include a parent, unmarried partner, other relative or adult child who falls outside the Department's current legal and statutory definition of family member. A MOH does not have to be a U.S. Citizen.

6. Ordinarily Resident (OR) – A Foreign National or U.S. citizen who:

- Is locally resident; and,
- Has legal, permanent and resident status within the host country; and,
- Is subject to host country employment and tax laws.

CLOSING DATE FOR THIS POSITION: December 27, 2011 at 05:30 P.M.

The U.S. Mission in Cotonou provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color, religion, sex, national origin, age, disability, political affiliation, marital status, or sexual orientation. The Department of State also strives to achieve equal employment opportunity in all personnel operations through continuing diversity enhancement programs.

The EEO complaint procedure is not available to individuals who believe they have been denied equal opportunity based upon marital status or political affiliation. Individuals with such complaints should avail themselves of the appropriate grievance procedures, remedies for prohibited personnel practices and/or courts for relief.